



CSV files staff and time import

Smoothpay/Gold payroll provides for employee addition and updates, eliminating re-keying of data between systems, as well as import of timesheet entries from CSV (Comma Separated Values) files produced in our standard format. This is just one of many time capture options available in SmoothPay.

Specifications of the file format and example content are published in this document.

Importing Employee and Timesheet information

Choose *File..Import..CSV..Time*. Locate the Time data file (must be named PAYDATA.CSV).

If an EMPLOYEE.CSV file is in the same folder, it too will be automatically processed by the Time Import routine.

The first stage of the time import process updates or adds any new employees. The second stage imports their respective timesheet entries.

Note: There is also a *File..Import..CSV..Staff* option which processes only the *EMPLOYEE.CSV* file.

Stage 1 - Employee updates

If the EMPLOYEE.CSV file exists in the same folder as the nominated timesheet data file, then any new employees will be added automatically (you just need to check their leave settings etc are correct).

Stage 2 – Timesheet Data

This stage imports timesheet entries into SmoothPay's Pay Input – results are viewable in your standard pay reports (audit trail).

File format specifications

These file formats can be produced by external job and time management systems, or by saving an appropriately formatted spreadsheet as a CSV file.

CSV/SmoothPay time import file format

Time file naming Convention:

The output file MUST be named PAYDATA.CSV

File format is CSV. No header line is required.

There are 3 record types, but otherwise the layout is identical. If a field cannot be provided, a place holder field MUST occur, even if it is empty.

- Type 1: Time entries
- Type 2: Allowance entries
- Type 3: Deduction entries

All records are optional (there need not be any type 1 or 2 or 3 records, and they do not need to be in any particular order).

Record format:

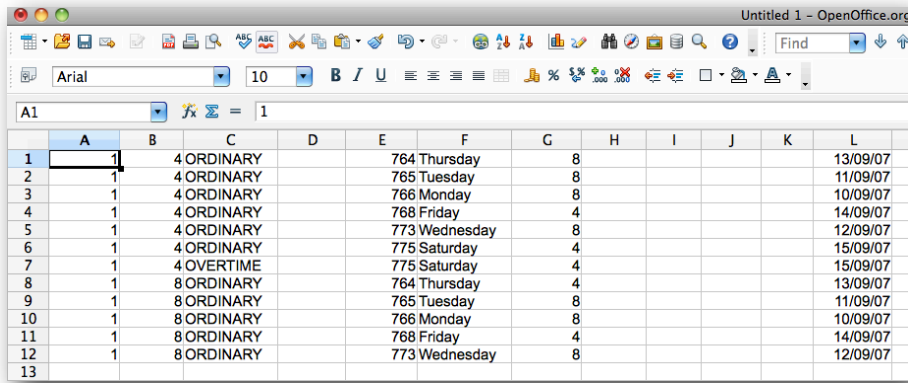
Col	#	Field name or position	Description
A	1	TYPE	types 1 to 3 (mandatory)
B	2	BADGE	Time system internal ID – matched against employee badge number
C	3	CODE	These are defined below and are ALWAYS in uppercase (mandatory)
D	4	ACCOUNT	account code, correctly formatted as defined in SmoothPay (optional, but requires placeholder field)
E	5	JOB	job code, correctly formatted as defined in SmoothPay (optional, but requires placeholder field)
F	6	ACTIVITY	Activity code (optional, but requires placeholder field)
G	7	UNITS	Note: for overtime this is the ACTUAL HOURS WORKED (not converted overtime hours)
H	8	RATE	Optional. note: for overtime this is the NORMAL pay rate
I	9	MULTIPLIER	Optional. specifies multiplier used for overtime (default=1.5 if empty), or days or part thereof for ALL leave types (default 1 if empty)
J	10	COMMENT	Optional
K	11	SLTYPE	Optional. Special leave type. SmoothPay supports up to 9 user defined descriptions for special leave (optional)
L	12	DATE	Optional. Format is DD/MM/YYYY and is the date of the transaction of work if applicable, otherwise if blank the current period ending date will be used as a default value by SmoothPay)
M	13	DAYS	Optional. Number of days (usually for time entries for sick, special, public, lieu etc) and for Overtime/Penal where work done on a public holiday so that an Alternative Day/s can be accrued. If used for annual leave, and the employee accrues leave in weeks, then the number of days appearing here will be translated into a proportional week (based on the employee's contracted days-per-week setting in their employee record).

CODE definitions:

- * Type 1 records: ORDINARY, OVERTIME, DOUBLE, HOLIDAY, SICK, STATUTORY, SPECIAL, TIMEINLIEU, ACC (or digit 1 thru 9)
- * Type 2 records: Allowance code as specified in SmoothPay
- * Type 3 Records: Deduction code as specified in SmoothPay

Sample:

The following example source spreadsheet illustrates typical content and correct layout of the data you collect:



The following example illustrates typical content and correct layout of the PAYDATA.CSV file created by the spreadsheet example above.

```

1,4,"ORDINARY",,"764,"Thursday",8.00,"","",,"",13/9/2007,""
1,4,"ORDINARY",,"765,"Tuesday",8.00,"","",,"",11/9/2007,""
1,4,"ORDINARY",,"766,"Monday",8.00,"","",,"",10/9/2007,""
1,4,"ORDINARY",,"768,"Friday",4.00,"","",,"",14/9/2007,""
1,4,"ORDINARY",,"773,"Wednesday",8.00,"","",,"",12/9/2007,""
1,4,"ORDINARY",,"775,"Saturday",4.00,"","",,"",15/9/2007,""
1,4,"OVERTIME",,"775,"Saturday",4.00,"","",,"",15/9/2007,""
1,8,"ORDINARY",,"764,"Thursday",4.00,"","",,"",13/9/2007,""
1,8,"ORDINARY",,"765,"Tuesday",8.00,"","",,"",11/9/2007,""
1,8,"ORDINARY",,"766,"Monday",8.00,"","",,"",10/9/2007,""
1,8,"ORDINARY",,"768,"Friday",4.00,"","",,"",14/9/2007,""
1,8,"ORDINARY",,"773,"Wednesday",8.00,"","",,"",12/9/2007,""

```

CSV/SmoothPay EMPLOYEE import file format

File naming Convention:

The output file MUST be named EMPLOYEE.CSV

File format is CSV, and the file must be created in the same folder as the PAYDATA.CSV file as indicated above.

This file format provides for creation of new employee records from an external HR or Employee/Job Management System or spreadsheet.

Record format:

Col	#	Field name or position	Description
A	1	BADGE	Time/personnel system internal ID – matched against employee badge number
B	2	SURNAME	
C	3	FIRST NAMES	
D	4	ADDRESS1	Address lines
E	5	ADDRESS2	
F	6	ADDRESS3	
G	7	PHONE	
H	8	TAX NUMBER	
I	9	TAX CODE	Optional
J	10	BANK ACCOUNT	Employee's primary bank account number

K	11	START DATE	Format YYYYMMDD (eg 20040823 for 23 August 2004). Uses today's date if missing.
L	12	EMPLOYMENT CODE	1=Full time, 2=Part-time, 3=Casual
M	13	PAY CYCLE	1=Weekly, 2=Fortnightly, 3=Monthly, 4=Four-weekly
N	14	PAID BY	1=Cash, 2=Cheque, 3=Bank
O	15	GENDER	M (default) or F
P	16	DOB	Format YYYYMMDD (eg 20040823 for 23 August 2004), optional.
Q	17	EMAIL ADDRESS	Optional
R	18	NEXT OF KIN	Optional. Allows multiple "lines" delimited by "~"
S	19	DEPARTMENT	Optional
T	20	GL ACCOUNT (cost centre)	Optional
U	21	HOURLY RATE	Optional
V	22	SUPER FUND (code)	Optional, e.g. "SNPF" (default is company default fund)
W	23	SUPERFUND MEMBER #	Optional, employee's member number with their super fund
X	24	BANK NAME	Optional, e.g. "ANZ"
Y	25	BRANCH NAME	Optional

Sample:

The following example source spreadsheet illustrates typical content and correct layout of the data you collect:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	27	Wills	Demi				91578799					1	2	3				Jason Wills
2	26	Cruise	Elaine				95124878					1	2	3				Tommy Cruise
3	25	Brown	Celia				94145121					1	2	3				Walter Brown
4	24	Bloggs	Joe				93356879					1	2	3				Jane Bloggs
5	23	Jones	Mark				96487787					1	2	3				Francisca Jones
6	22	Graham	Corrina				98641315					1	2	3				Serena Graham
7	20	Baxter	Graeme				94878461					1	2	3				Helen Baxter
8	19	Glenn	Kevin				94889999					1	2	3				Nancy Glenn
9	17	Armstrong	Ryan				92456487					1	2	3				Louis Armstrong
10																		

The following example illustrates typical content and correct layout of the EMPLOYEE.CSV file created by the spreadsheet example above.

```

27,"Wills","Demi","","","","091578799","","","","1,2,3","","","Jason Wills"
26,"Cruise","Elaine","","","","095124878","","","","1,2,3","","","Tommy Cruise"
25,"Brown","Celia","","","","094145121","","","","1,2,3","","","Walter Brown"
24,"Bloggs","Joe","","","","093356879","","","","1,2,3","","","Jane Bloggs"
23,"Jones","Mark","","","","096487787","","","","1,2,3","","","Francisca Jones"
22,"Graham","Corrina","","","","098641315","","","","1,2,3","","","Serena Graham"
20,"Baxter","Graeme","","","","094878461","","","","1,2,3","","","Helen Baxter"
19,"Glenn","Kevin","","","","094889999","","","","1,2,3","","","Nancy Glenn"
17,"Armstrong","Ryan","","","","092456487","","","","1,2,3","","","Louis Armstrong"

```

Notes

It is recommended that all leave be entered using SmoothPay's normal Pay Input facilities, rather than via timesheet files.

Feel free to contact our HelpDesk if you have any questions or suggestions for improving this HelpNote.